



# FLATHEAD COUNTY, MONTANA

## Position Vacancy Announcement

POSITION: OPERATIONS MANAGER DATE OPENED: 7/1/2020

DEPARTMENT: ROAD & BRIDGE DEPARTMENT CLOSING DATE: 7/17/2020

If you have any questions about this position vacancy, call: (406) 758 - 5790

NUMBER OF POSITIONS OPEN: 1

BARGAINING UNIT: \_\_\_\_\_

☒ FULL TIME ☒ REGULAR  
(YEAR ROUND POSITION)

☐ PART TIME ☐ SEASONAL  
☐ TEMPORARY

IF APPLICABLE:  
TRAINING WAGE: \$ \_\_\_\_\_ per \_\_\_\_\_

STARTING WAGE: \$ 34.37 per Hour

SALARY AT:

1 YEAR STEP: \$ 35.75 per Hour

2 YEAR STEP: \$ 37.18 per Hour

3 YEAR STEP: \$ 37.92 per Hour

VISIT [https://flathead.mt.gov/human\\_resources/downloads.php](https://flathead.mt.gov/human_resources/downloads.php) FOR BENEFIT INFORMATION.

SEE ATTACHED JOB DESCRIPTION. Additional information:

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:

[https://flathead.mt.gov/human\\_resources/apply/](https://flathead.mt.gov/human_resources/apply/)

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

*Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

*This job description is intended to reflect core areas of responsibility and an incumbent employee's knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.*

<b>Job Title:</b>	Operations Manager	<b>Job Code:</b>	16010
<b>Department:</b>	Road and Bridge	<b>Pay Grade:</b>	Std 44
<b>Reports to:</b>	Public Works Director	<b>FLSA Status:</b>	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt

**Department Overview:** The Flathead County Road and Bridge Department maintains roads, bridges, and equipment. Other operations include, but are not limited to: installation and upgrade of signs, guardrail, culverts, repairs of road damage, clearing obstructions on roads and rights-of-way, striping of roads, crosswalks and walkways, rock raking, removal of trees that blow down, and sweeping roads. In addition, the office deals with budget issues, rights-of-way issues, encroachment permits, load limits, and a variety of public issues including road reviews for subdivisions, etc.

**Job Summary:** Plans, organizes and directs the construction, maintenance and repair of County roads, streets, bridges and other public rights-of-way; responsible for difficult technical and administrative work involving planning, organization, direction, supervision and coordination of the operation of the Road and Bridge department.

**Essential Functions (Major Duties or Responsibilities):** *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Plans, directs and supervises the operations and activities of the Road and Bridge department.
- Develops goals, plans and measurements for the identification and evaluation of the Road and Bridge Departments maintenance needs and services.
- Directs, supervises, advises, motivates, counsels, trains and prioritizes and evaluates the work and performance of department personnel; recommends discipline and personnel actions for department personnel.
- Determines the need for and coordinates the work performed by outside contractors.
- Confers with department and division heads and other supervisory personnel to discuss, identify and assess road and bridge maintenance needs.
- Identifies the costs, timing and other key issues involved in the expansion and improvement of the Road and Bridge maintenance operations and activities.
- Develops recommendations for expanding and enhancing the overall Road and Bridge maintenance operations.
- Supervises the inventory of supplies for Road and Bridge operations.
- Inspects the condition of roads, bridges, sidewalks, curbs, and gutters, ditches, and related improvements, determines the need for maintenance, diagnoses problems and assigns and schedules maintenance and repair operations to department personnel.

- Provides technical advice and counsel to department personnel on major problems and issues.
- Coordinates department activities with those of other departments as situations require.
- Implements and enforces departmental policies.
- Evaluates road and bridge requirements and recommends purchase of new equipment and supplies.
- Prepares regular and special reports.
- Supervises the development and maintenance of department costs and other records.
- Requisitions department supplies, materials and equipment as needed.
- Oversees the handling and disposal of hazardous substances used in department operations and compliance with state and federal environmental laws, rules and regulations.
- Coordinates departmental safety programs and addresses any safety or environmental concerns in a prompt manner. Identifies and corrects hazardous conditions which may lead to human injury and/or property damage. Participates in investigation of incidents within the department, prepares related paperwork, ensures safety inspections and training are conducted monthly; works with Risk Management and Safety Committees.
- Visits and directly observes project worksites, especially when important or critical processes are being implemented.
- Reviews personnel, payroll and operations records.
- Communicates with the public and answers questions regarding the maintenance or repair of roads or refers questions to other appropriate personnel.

#### **Non-Essential Functions:**

- Work with Commissioners, Office of Emergency Services personnel, and the Sheriff to oversee response during disaster or emergency situations.
- Perform other duties as assigned including but not limited to attending staff or safety meetings, providing backup for other staff, participating in training, etc.
- Performs related work as assigned.

#### **Physical Demands and Working Conditions:**

- Frequently required to walk, sit, talk, drive, and hear.
- Works primarily during normal business hours but is on call for emergencies.
- Occasionally may operate gas, electrical, and diesel powered equipment.
- Work is subject to travel and performing work assignments in outlying or remote areas of the County involving exposure to varying weather conditions of extreme hot and cold temperatures.
- When not performing administrative/management duties from an office environment, this job is sometimes required to work outdoors on varied and often unstable terrain in all weather conditions. Some working conditions require special precautions and the use of protective gear (e.g., hard hats, respirator masks, gloves, etc.).
- This position requires a valid Montana commercial driver's license and a safe driving record.

**Supervision Exercised:** The job manages equipment operators, truck drivers and other assigned staff of the Road and Bridge Department. This includes supervising staff through subordinate supervisors,

establishing and maintaining organizational performance standards, and making decisions and/or recommendations regarding hiring and termination.

**Knowledge, Skills, and Abilities:**

This job requires a thorough knowledge of: State and Federal regulations; operation of heavy equipment; County road conditions, areas and needs; construction and bridge maintenance on both paved and graveled roads; engineering and mechanical principles; management practices; budget and financial management experience; personnel management; policy management; and computers and software.

This job requires skill in the use of heavy equipment and general office equipment including word processing and spreadsheet applications on a computer.

This job requires the ability to: communicate effectively verbally, electronically and in writing; manage multiple tasks at once; work with contracts and agreements; adhere to safety techniques and procedures at all times; comply with state and federal laws as well as County policies and procedures; deal with stress and emergency situations; deal effectively and tactfully with other County employees and the general public to accomplish departmental goals; establish effective working relationships with co-workers, supervisors, other County officials and departments, various state and federal agencies, and the general public.

**Education and Experience:**

This job requires a bachelor's degree in civil engineering and three years of experience in road and bridge management, including supervisory experience; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities to perform the work.

**ACTION**  
Adopted  
Revised

**DATE**  
09/27/07  
10/15/18

**REFERENCE**  
Commissioners' Minutes  
Commissioners' Minutes